

Tasking Memorandum No. 99-176

Memorandum For Commanders, Defense Contract Management Districts (DCMDs)

Subject: "Situation Report (SITREP) Reporting Process" (TASKING)

Date: MAY 13, 1999

Suspense Date: Until Rescinded


Target Audience: Commanders, DCMDs and DCMC Contract Administration Offices (CAOs)

Requirements:

- The Joint Logistics Readiness Center (CALL), Defense Logistics Agency, established a requirement for daily unclassified Situation Reports (SITREPs) describing significant activities within the Agency in support of Operation Allied Force. This tasking was disseminated verbally and by e-mail to all Commanders DCMD and CAO on April 7, 1999.
- Initial guidance directed CAOs to address potential impact on their resources and activities stemming from surge requirements for components and ancillary equipment of weapon systems. CAOs have been submitting daily SITREPs through their respective DCMD Command and Control Centers to HQ DCMC, DCMC-BD. These SITREPs primarily described activities such as accelerating or expediting repair parts and ancillary equipment of weapon systems.
- Effective immediately, Commanders DCMD shall provide weekly vice daily SITREPs via e-mail to DCMC-BD by NLT 0800 (Eastern Time) Friday mornings. Negative inputs are not required if no significant activities occurred during the reporting period.
- SITREPs shall focus on the following specific activities:
 - Significant workload changes requiring FTE adjustments.
 - Unusual requirements or requests.
 - Unfunded requirements.
 - District Commander's comments.
- Significant activities requiring Commander DCMC's immediate attention shall be submitted to DCMC-BD as soon as they occur.
- SITREP submissions shall be terminated when directed by DCMC Commander.
- PLAS Process Code 14 (Contingency Contract Administration Services) and Program Code NP029 (CCAS-Kosovo) shall be used for this tasking.

Point of Contact for Further information:

brian_marshall@hq.dla.mil/Planning and Programming Team/DCMC-BD, 703) 767-2369.
DSN 427-2369.

Signature: 
CARLA LIBERATORE
Executive Director
Business Operations